

## Building Capacity with Hands On Managed Flex Projects

Hands On Asheville-Buncombe makes it easy for individuals and groups to make a difference in the community by offering a variety of convenient, flexible, low-commitment volunteer opportunities to support various Buncombe County nonprofits. These projects are the core of our program and are called Hands On Managed "Flex Projects".

### What are Flex Projects?

- Recurring volunteer projects that address specific needs and help build capacity at various local nonprofit organizations.
- Volunteer projects that are coordinated by a trained Volunteer Leader (VL) in collaboration with Hands On and the nonprofit agency where the project occurs.
- Projects that can accommodate a group of at least 4 volunteers without requiring them to make a long-term commitment. Projects may not require pre-screening or separate training sessions for volunteers.
- Flex Projects generally last 2-4 hours and often occur on evenings or weekends (longer projects or projects that occur during week days can also be considered).

### How is a Flex Project Coordinated?

- *The Partner Nonprofit Agency Contact* has overall responsibility for managing the project: she/he will arrange to have all necessary tools or supplies, will provide a brief orientation and/or training to volunteers at the beginning of the project, and will be available during the entire project.
- *The Hands On Volunteer Leader (VL)* is responsible for managing the volunteers. VLs are Hands On Asheville-Buncombe volunteers, not staff, who have been trained to lead our Flex Projects. The VL is screened and trained by Hands On and he/she makes a six month minimum commitment to lead the same project. VLs act as a liaison between Hands On Asheville-Buncombe and the organization where the project occurs. As the primary contact at each project, VLs greet volunteers, sign them in as they arrive, and ensure the project runs smoothly. VLs respond to volunteer questions beforehand, and report attendance and impact information after the project.

### Process for Getting a Flex Project Started:

1. Complete the attached Project Proposal Form and submit by email to [info@handsonasheville.org](mailto:info@handsonasheville.org).
2. Hands On Asheville-Buncombe will work to recruit a Volunteer Leader to help manage the project. If you have a trusted volunteer who might be willing to take on this role, please let us know.  
Potential VL's complete an application with Hands On, undergo a background check and provide two personal or professional references prior to being matched with a project. *(The host agency also has the right to interview the VL prior to placement if they wish.)*
3. Once a VL is recruited and screened, Hands On staff will train him/her on the specifics of leading a successful volunteer project and on using the Hands On database to manage volunteer sign-ups. The host agency has the opportunity to provide additional training to the VL prior to the initial project.
4. A site visit will be scheduled with the agency contact, VL, and Hands On staff member to discuss the logistics of the project and tour the project site.
5. Following the site visit, the first project will be scheduled. Hands On staff makes every attempt to attend the first project with the VL to ensure that the project goes smoothly.
6. Future project dates are scheduled between the VL and the agency contact and communicated to Hands On for inclusion in the monthly newsletter.

*\*\*\*It generally takes several months to get a new Hands On Managed Flex Project started.  
We appreciate you interest and your patience!*